

# Job Description

<b>Job title</b>	Operational Procurement Officer
<b>Profession</b>	Finance
<b>Band</b>	E
<b>Directorate</b>	CFO (Finance)
<b>Accountable to</b>	Head of Procurement Compliance

## Job Purpose:

The role will work across a number of disciplines to support the operation of the procurement team and the procure to pay process. Proactively represent the procurement function by acting as the first point of contact for the wider business and SNG's external enquirers, including management, monitoring and continuous improvement of the procurement hub (self-service portal and knowledge bank).

The role is critical to the smooth day to day running of the function, ensuring operational matters are dealt with quickly and professionally, and remove tactical pressures from the procurement delivery teams. Responsible for supplier onboarding, and the associated governance and compliance for their management, and for creation of a set of actionable, timely and informative monthly reports.

Where required, this role will also need to ensure that the current document library of processes, procedures, training and guidance documents, and trackers are up to date and accurately reflect and support ongoing activity and operational guidelines.

**Financial responsibility:** No financial responsibility

**People responsibility:** No direct or indirect reports

## Autonomy:

Within broad direction set by Head of Procurement Compliance, this role will deliver key accountabilities.

## Key Accountabilities:

- Acting as a front-line procurement representative to manage procurement-related queries raised by the business, removing day-to-day operational query management from the sourcing and commercial contract teams.
- Responsible for the management of the central procurement inbox or ticketing functionality in the Procurement hub.
- Own and manage the procurement hub and intranet and supplier internet site ensuring that it is current, accurate and informative.

- Linked to the development and ongoing management of the procurement hub, be responsible for the ongoing management of the procurement library (SharePoint or any other location / platform) and ensure that key documents are current, controlled and previous versions are removed, including maintenance of the document register.
- Support the Operational Procurement Manager with compliance reporting for the wider procurement team and stakeholders including but not limited to buying behaviours, spend reporting, supplier reporting and policy/regulation compliance, providing timely information as required.
- Responsible for the supplier onboarding process – adhering to current business processes and governance guidelines.
- Work collaboratively with the key stakeholders, suppliers and SME's where necessary and appropriate. Seek advice from the procurement senior leadership or governance team if needed.
- Support activity associated with the running of procurement's commercial contract & e-sourcing platform and business wide initiatives to support self-sufficiency.
- Act as an administrator for all procurement systems ensuring systems are maintained, new users added and be responsible for publishing all procurement regulation notices via the system.
- Support activity associated with the supplier relationship management programme and ongoing management, working with the commercial contract team, procurement team and other key stakeholders.
- Ensure that current supplier and contract records are up to date on all procurement systems.
- Ownership of approving all requisitions ensuring that approvals are in line with the current finance regulations. Where necessary seeking advice from category managers to facilitate approval.
- Embody best procurement disciplines and support the continuous development and improvement of these activities within the procurement team and across the business.
- Support in the task that all SNG's policies, processes, standard operating procedures (SOP's) training documentation and guidance documents are reviewed in a timely manner, updated and followed across the business in an ethical and compliant manner.
- Work closely with the Procurement Operations Manager to support the delivery of the procurement comms plan that looks at internal and external comms of procurement projects, editorials and other added value information that promotes the procurement transformation journey.
- Establish, develop, and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to SNG's corporate objectives.
- Deputise for the Operational Procurement Manager when appropriate.

## General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

## **Knowledge and Skills:**

### Essential

- Strong data analytics skills including Power BI and experience linked to business operations and procurement.
- Good knowledge and understanding of the Procure-to-Pay process workflow, including supplier sourcing, contract management, and procure-to-pay process.
- Solid understanding of Procurement Regulations.
- Ability to prioritise workload and manage conflicting deadlines and be comfortable switching between different tasks.
- Accuracy and attention to detail.
- Ability to analyse, model and interpret data.

### Desirable

- Ability to drive improvement in procurement processes.
- Ability to drive compliance with external standards and regulations.
- Methodical and logical approach.
- Willingness to adapt, be flexible and continuously improve existing processes.
- Ability to build relationships with stakeholders.

*This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.*

Version	Job code	Author	Date created/modified	Effective date
1.0	4476	Graeme Gilbert	07/2024	
2.0				